

LEGISLATIVE COUNCIL POSITION DESCRIPTION

This position description does not constitute a contract.

POSITION: Legislative Council Administrator

AGENCY: Legislative Council

SALARY SCHEDULE RANGE: Q

POSITION: Full-time

STATUS: Serves at the Pleasure of the Legislative Council

GENERAL DESCRIPTION OF POSITION:

The Council Administrator serves as the chief executive officer of all Legislative Council agencies. This individual provides general supervisory and personnel oversight and development, and prepares and monitors agency budgets. Advises the Council on matters impacting agency operations and serves as liaison to other legislative offices and agencies. This is an extremely responsible oversight and administrative position. This position serves as Secretary of the Legislative Council. The Council Administrator serves at the pleasure of the Legislative Council.

EXAMPLES OF WORK:

- Plans, organizes and directs the work activities of all Legislative Council agencies and commissions, including the Legislative Service Bureau, Legislative Corrections Ombudsman, Veterans' Facility Ombudsman, staff of the Criminal Justice Policy Commission, Uniform State Laws Commission, Joint Committee on Administrative Rules, and State Drug Treatment Court Advisory Committee. Formulates current and long-range plans, implements Council policies and provides oversight to the agency directors.
- Makes recommendations to the Council relating to general programs and policies and prepares rules and regulations regarding their services.
- Serves as Secretary to the Legislative Council and subcommittees, which includes scheduling meetings, maintaining and distributing minutes, producing documents and reports, and keeping agencies and commissions aware of Council leadership actions and directives. Conducts periodic reviews of Council statutes, rules and procedures.
- Serves as a Commissioner on the Uniform State Laws Commission for the State of Michigan, and as an ex-officio member of the Michigan Law Revision Commission.
- Develops, prepares and presents Legislative Council agency budgets. Makes recommendations for personnel services and equipment, reviews quarterly financial statements and submits to the Council, and monitors compliance with policies and procedures.
- Coordinates the preparation of reports, correspondence, and such materials as procedural manuals related to Council affairs and legislative activities. This function includes analysis, development, and interpretation of policies and procedures. Submits annual report to the Council detailing the activities of agencies during the preceding fiscal year.

- Represents the Council to legislators, the public, and the media. Receives and answers requests for information on Council actions and policies at the direction of the Chair and Alternate Chair. Responds to Freedom of Information Act requests.
- Formulates recommendations to improve the services of the Council and related legislative operations and oversees the implementation process.
- Performs other duties as assigned.

As administrator, this employee also manages, supervises, and coordinates activities of staff in carrying out Council objectives, utilizing knowledge of Council goals, statutes, rules, regulations, procedures, and practices. This function includes:

- Overseeing the development of budgets.
- Determining agency activities and workload, overseeing staff organization and personnel needs, establishing priorities, and delegating tasks in consultation with agency directors and commission members.
- Providing direct oversight of agency directors and staff, establishing compensation with approval of the Council; arranging for orientation and training of staff; approving leave requests and evaluating job performance for division and agency directors. Motivates employees and orders disciplinary actions.
- Issuing assignments, instructions, and orders; providing general guidance, oversight and consultation to employees and the activities of Council staff.
- Following up on assignments to determine staff efficiency and effectiveness; and implementing improvements and solutions for problems.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated experience in administrative management, project management, and leadership that demonstrates the ability to plan, organize, oversee daily office operations, and foster a positive work environment.
- Thorough knowledge of fiscal planning and management, including the ability to formulate and monitor a budget and adhere to the Council's fiscal policies, rules and procedures.
- Ability to establish and maintain collaborative and productive relationships with state and federal government officials, legislative staff and agencies, the Legislative Council, staff from the House and Senate Business Offices, the media, and other stakeholders.
- Demonstrated knowledge of the principles and techniques of personnel management, including employee supervision, staffing requirements, employee training needs, staff evaluation, staff motivation and discipline, and maintaining effective employee relations.
- Considerable knowledge of the organization and functions of State government and legislative processes.
- Thorough knowledge of the methods of planning, developing and administering programs.

- Ability to probe, analyze and obtain critical facts from varied sources to analyze data and develop solutions to administrative problems and management decisions.
- Ability to develop and apply policies and procedures and political approaches to accomplish Council goals and provide the strategic means to meet goals.
- Ability to inspire confidence to lead and motivate others to accomplish tasks.
- Ability to communicate effectively, both orally and in writing.
- Thorough understanding of Legislative Council policies, procedures, and operations, and of the legislative process.
- Knowledge of state government accounting and fiscal oversight procedures.
- Eagerness to become involved in opportunities to improve Council and legislative operations.

EDUCATION AND EXPERIENCE:

- At a minimum, a Bachelor's degree is required in the social sciences, Public Administration, Business Administration or Management, or a law degree.
- Five years of related and progressively more responsible or expansive work experience in personnel administration, budget management, and the legislative process is required.
- Excellent leadership and management skills required, including experience in preparing business plans and budgets and generating innovative approaches to effectively deploy resources.
- Excellent communication skills, including verbal and written, required.
- Equivalent combination of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

NECESSARY SPECIAL REQUIREMENTS:

- By statute, the Administrator/Secretary must devote full time to the duties of the office and is often called upon to work extra hours on special assignments and during legislative sessions.